UKCRF NETWORK

Annual Conference – Booking Details

This document will support you in paying for the 2019 UKCRF Network Conference by invoice. Please send a copy of this document to your finance officer and request a purchase order (PO) number and contact details for your Finance Department for before completing the online registration form.

Contents

- Supplier Details
- Prices
- Conference Registration
- Accommodation

Supplier Details

The company 'Visit Nottinghamshire' are managing the booking for the Conference, dinner and accommodation. Their full company name, address and bank details are below:

Name: Marketing Nottingham & Nottinghamshire Limited
Address: 25-27 Castle Gate, Nottingham, NG1 7AR
Accounts Email: conferences@visit-nottinghamshire.co.uk
Account Number: 35964251
Sort code: 56-00-61
Company Registration: 3744996
VAT Number: 728622718
Telephone: 0115 962 8318

Prices

	Including VAT	Excluding VAT
Full Conference Rate	£250	£208.33
Day Delegate Rate	£155	£129.17
Gala Dinner on the Thursday Night	£55	£45.83

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## Conference Registration

Pay by Invoice
- You can request an invoice for single or bulk registrations over the phone by calling 0115 962 8318. Please have your PO and finance department details ready.
- Once an invoice has been raised, each person who is attending needs to complete the registration form. We recommend that each delegate does this individually so they can enter their dietary needs and parallel session choices.
- Please therefore give each member of staff who will be attending the Conference a copy of the PO number and the contact details for their finance department so that this can be inputted into their registration form and their booking can be matched to the invoice raised.

Prior to Registration
- If your organisation needs to pay by invoice, delegates will need to request a purchase order reference number and contact details for their finance department before registering. Please contact your Finance Officer for this information.

Online Booking Process for Conference Registration

- Click here for the direct link
- Enter your details into the form, including your organisations invoice address, accounts email address and purchase order number if applicable.
- Click 'join this event'
- Click the 'Menu & Preorder" button 'select' the Conference package you want to purchase, whether or not you are attending the Gala dinner, and any dietary requirements.
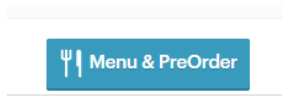
- Click 'confirm choices' (this confirms your choice)
- You will then receive an email to confirm your booking.
- If you do not receive the confirmation email please see the solution on the next page.
- Once you have received the confirmation email your place has been booked.
- The confirmation email will say 'Once you are fully registered you will receive a confirmation email and invoice', this can be ignored; the staff at Visit Nottingham will raise an invoice and email your finance department directly.
- If you have any questions you can contact 'Visit Nottingham' on 0115 962 8318.

Confirmation Email

If you do not receive the confirmation email it will likely have been blocked by your IT department. First check your spam folder, and if not found, contact your IT department to ask if the email has been blocked. They will need to know that the email was sent from 'Visit Nottinghamshire via info@easypreorders.com.

If you are processing several registrations and the first email gets blocked, we recommend that you ask your IT department to whitelist future emails. This can be done by sending them the server name and IP address of the sender. You can copy and paste the draft text below:

"Dear IT,

We are registering staff for the UKCRF Network Conference and the confirmation emails from info@easypreorders.com are being blocked. We've been told that this is due to them using a re-sender for automatic emails and that this can be resolved by whitelisting their server.

As we have several staff members to register we would be grateful if you could whitelist the following server: server name 'sendgrid'; IP address 192.254.114.37

Many thanks in advance"

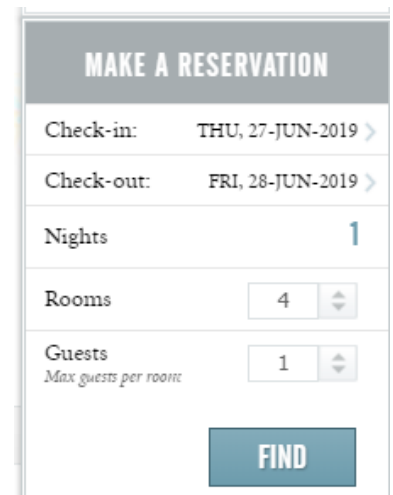If you are still experiencing problems you can email conferences@visit-nottinghamshire.co.uk.

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Accommodation

Prior to Booking Accommodation

- Accommodation bookings can be made individually or as a group.
- Browse nearby hotels using the online website that details reduced rates and availability for the Conference.
- The organisers and hotels cannot accept payment via invoices for accommodation.
- You may therefore need to follow your own University, NHS or Hospital processes. When doing so, please reference the 'UKCRF Network Conference' so the Hotel can use reserved rooms if applicable.

Online Booking Process for Accommodation (credit/debit card only)

- Click here for the direct link
- Complete the reservation details on the right hand-side of the screen. The amount of guests is 'per room'. The example on the right shows a reservation for 4 people in 4 rooms.
- Click 'find'
- Choose a hotel and click 'select'
- Click 'select' again to confirm the hotel
- Click 'next' to confirm the date(s)
- Complete the information for each delegate, add any additional requests, and click 'next'
- Enter payment information, and click 'next' and confirm
- You will receive confirmation by email.

MAKE A RESERVATION	
Check-in:	THU, 27-JUN-2019 >
Check-out:	FRI, 28-JUN-2019 >
Nights	1
Rooms	4
Guests *Max guests per room*	1
	FIND